

STATE ELECTIONS ENFORCEMENT COMMISSION



# SIGN UP FOR eCRIS ACCOUNT

## Instruction Manual

Rev. April, 2022

# eCRIS SIGN UP FOR eCRIS ACCOUNT MANUAL

## Welcome to SEEC Campaign Reporting Information System (eCRIS)

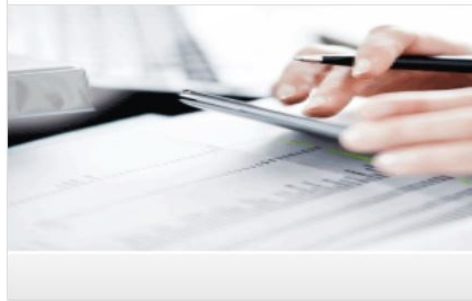
This electronic campaign reporting system for candidates, political committees and party committees that are required to file with the SEEC is an essential component of Connecticut's landmark campaign finance reform legislation whose goal is to increase transparency in the financing of political campaigns.



- eCRIS Login >
- Sign Up for eCRIS Account** >
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### In the Spotlight

Quarterly eCRIS Reports >

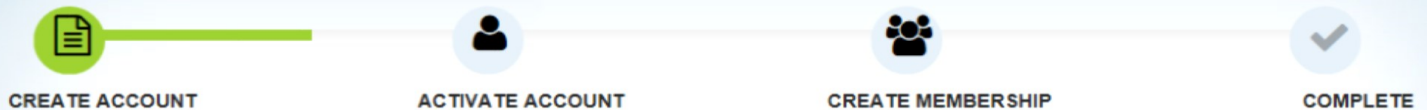


### Quick Links

- Treasurer Corner >
- SEEC Home >
- SEEC Forms >
- CEP Program >
- CEP Online Training >
- Filing Calendars >
- Prohibited Prospective & State Contractors Lists >
- Codes for SEEC Form 20 >
- Codes for SEEC Form 30 >
- Codes for SEEC Form 40 >

Go to our website: <http://seec.ct.gov/eCrisHome> and click **Sign Up for eCRIS Account**

## Sign Up For Your New SEEC Account



**NOTE:** This account is your personal account.  
We recommend that you create a username that is NOT based on your committee name.

User Name:

Password:  at least 8 characters and include a symbol

Confirm Password:

E-mail:

Phone:

Security Question:  ▼

Security Answer:

Create User



**Frequently Asked Questions**

[Choosing a Username](#)

Please read Frequently Asked Questions before you fill out the form.

## Sign Up For Your New SEEC Account

CREATE ACCOUNT      ACTIVATE ACCOUNT      CREATE MEMBERSHIP      COMPLETE

**NOTE:** This account is your personal account.  
We recommend that you create a username that is NOT based on your committee name.

User Name:

Password:

Confirm Password:

E-mail:

Phone:

Security Question:

Security Answer:

**Note:** On the top of the screen you will see which step of the process you are on.

Enter your user name (4-50 characters in length) Password (8-50 characters in length and must contain at least one special character (e.g. %, @, \_, \$, #). Valid email; Phone number; Security Question (You will need it in the event you forget your password)

Click **“Create User”** when complete. You will be sent an activation email right away.



THU 8/20/2016 10:59 AM

SEEC.eCris.info@ct.gov

SEEC New Account Activation

To

Cc



This message was sent with Low importance.

Click on the following link to activate your SEEC account.

<https://seec.ct.gov/SeecSSO2/PublicAccess/ActivateAccount.aspx?id=0716c1a3-2d3a-4dfa-acf3-415a68de369a&AN=ECRIS>

User Name: ccastles

\* PROTECT YOUR PASSWORD. NEVER give your password to anyone, including SEEC employees.

CT State Elections Enforcement Commission  
eCRIS Help Desk

The email will come from **seec.ecris.info@ct.gov** with the subject of “**SEEC New Account Activation**”. If you don't see it, look in your “**junk/spam folder**”. Please click on the provided link provided in the email to and activate your eCRIS account.



STATE ELECTIONS  
ENFORCEMENT COMMISSION

eCRIS HOME

eCRIS SEARCH

LOGIN

CONTACT

## New Account Activation



CREATE ACCOUNT



ACTIVATE ACCOUNT



CREATE MEMBERSHIP



COMPLETE

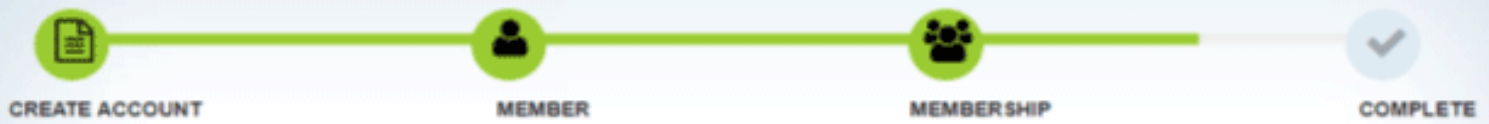
User Name:

Password:

Test

Activate Account

Enter your password and click “**Activate Account**” to activate your account



We need to know who you are to complete the setup of your account.

Please complete the search fields and click Search to see if you are already in our system.

First Initial of Your First Name:

t

Your Last Name:

candidate

Search

Make a selection from the list below, then click the Continue button.

|                       | Last  | First | MI | Street        | City          | State | Zip   |
|-----------------------|---|-------|----|---------------|---------------|-------|-------|
| <input type="radio"/> | Candidate 1   | Test  |    | 20 Trinity ST | East Hartford | CT    | 06108 |
| <input type="radio"/> | Candidate 2   | Test  | R  | 20 Trinity ST | Avon          | CT    | 06001 |
| <input type="radio"/> | Candidate 3   | Test  | B  | 20 Trinity ST | Avon          | CT    | 06001 |
| <input type="radio"/> | Candidate 4   | Test  | R  | 20 Trinity ST | Waterbury     | CT    | 06708 |
| <input type="radio"/> | Candidate 5   | Test  |    | 20 Trinity ST | Waterbury     | CT    | 06708 |
| <input type="radio"/> | Candidate 6   | Test  |    | 20 Trinity ST | Waterbury     | CT    | 06708 |
| <input type="radio"/> | Candidate 7   | Test  |    | 20 Trinity ST | Stamford      | CT    | 06903 |
| <input type="radio"/> | I am not in the list and would like to create a new membership. |       |    |               |               |       |       |

Continue

Enter your first letter of your first name and your last name and click search. If you see yourself on the list click the option button next to your name.

If you don't see yourself on the list click "I'm not on the list" on the option button located on the bottom of the search results.

Click continue.

**\*\*Details are on following pages**

**\*OPTION 1 Instructions follow**

**\*OPTION 2 Instructions follow**



## You have two options:

### OPTION 1

You find yourself on the list. Select your name by clicking the option button next to your name. Next click **“Continue”**. For security purposes you will be directed through our PIN process in order to verify you are who you are claiming to be.

Follow OPTION 1 instructions on the following pages.

### OPTION 2

You are not on the list. Select the **“I’m not on the list”** entry at the bottom of the search results by clicking the option next to it. Next click **“Continue”**. You will be directed to a page where you will enter your name and address.

Follow OPTION 2 instructions on the following pages.

## OPTION 1

We need to know who you are to complete the setup of your account.

Please complete the search fields and click Search to see if you are already in our system.

First Initial of Your First Name:

Your Last Name:

Search

Make a selection from the list below, then click the Continue button.

|                                  | Last      | First | MI | Street        | City     | State | Zip   |
|----------------------------------|-----------|-------|----|---------------|----------|-------|-------|
| <input checked="" type="radio"/> | Candidate | Test  |    | 20 Trinity St | Hartford | CT    | 06108 |

Continue

Account setup complete!

For security purposes, you will be prompted for a PIN when logging into eCRIS for the first time.

We will mail your PIN to the following address within one business day:

**Test Candidate**  
**20 Trinity ST**  
**Hartford CT 06108**

\*\* If you prefer to have your PIN immediately emailed to you, please select an email address from the following list, then click Email PIN button.

☒ testcandidate@ct.gov

Email PIN

If you selected yourself from search results, you will see this page. If we have any email addresses for you on any committee registrations you will be given the option to have your PIN emailed to you immediately. If not, or you do nothing, your PIN will be mailed to your home address that is displayed on the page.

Once you receive your PIN (via email or USPS mail to your house), log on to eCRIS <http://seec.ct.gov/eCrisHome>

## Enter Security PIN

### OPTION 1 - PIN was emailed

Please enter your PIN and then click Submit.

PIN:

Submit

Didn't receive your PIN? Select email address below and click Resend PIN button.

- ☐ ecris\_sample\_email\_address\_xxx@cxomcast.net
- ☒ ecris\_test\_email\_address@gmail.com
- ☐ ecris\_user\_addr@cxomcast.net

Resend PIN

## eCRIS Campaign Reporting Information System

Member Home eCRIS Home

My Account Logout

Welcome Jane A Smith

My Committees

- My Committees
- Test My Committee (Treasurer)
- Test My PAC (Treasurer)

After entering PIN user will be redirected to the eCRIS Member Home

eCRIS Helpdesk Info

eCRIS Help Desk is available during and after business hours at

[seec.ecris.info@ct.gov](mailto:seec.ecris.info@ct.gov)  
860-256-2930

For Non Technical Question Call

Candidate Services  
860-256-2985  
Compliance  
860-256-2925

[Assume the Chairperson Role for an Existing Committee](#)

New Registration

You must be a candidate or chairperson to create a new registration.

If you are the Treasurer, DO NOT click on the links below.

**IMPORTANT!** Please watch the following training video on how to create a committee registration before attempting to do so.  
[Creating New Committee Registration \(4-21 min video\)](#)

- Candidate/Candidate Committee
- Exploratory Committee
- Party Committee
- Traditional Political Committee
- Independent Expenditure Political Committee

Useful Links

**WATCH** Training Videos  
**eCRIS**

[eCRIS Training Videos](#)

[Filing Calendar](#)

[eCRIS Training Schedule](#)

[Codes for SEEC Form 20, Form 30, Form 40](#)

## OPTION 2

### New eCRIS User Setup



We need to know who you are to complete the setup of your account.

Please complete the search fields and click Search to see if you are already in our system.

First Initial of Your First Name:

t

Your Last Name:

candidate

Search

Make a selection from the list below, then click the Continue button.

| Last | First | MI | Street | City | State | Zip |
|------|-------|----|--------|------|-------|-----|
|------|-------|----|--------|------|-------|-----|


☐ I am not in the list and would like to create a new membership.


Continue


If you don't find yourself on the list select "I'm not on the list.." button and click "Continue"





## OPTION 2


**STATE ELECTIONS  
ENFORCEMENT COMMISSION**



**eCRIS HOME**



**eCRIS SEARCH**



**LOGOFF  
eCRISuser**



**CONT**

### Create Member


**CREATE ACCOUNT**


**MEMBER**


**MEMBERSHIP**


**COMPLETE**

**First Name:**

**MI:**

**Last Name:**

**Suffix:**

**Street:**

*Primary Residence*

**City:**

**State:**

**Zip:**

**Save**

Enter your information and click **“Save”**. You will be redirected to eCRIS Member Home page.

You choose OPTION 2 because you are brand new to our system. If you are a chairperson or candidate, you can register your committee from this screen.

If you are a treasurer or deputy treasurer, you will be automatically assigned to your committee when it is registered.